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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-3-4

SECURITY
25 May 1965

REQUESTS FOR SECURITY CLEARANCES

RESCISSION: NPIC Notice No. 10-3-2, dated 22 December 1964
NPIC Notice No. 10-3-3, dated 22 March 1965

1. Requests by components of NPIC for basic NPIC security clearances for non-Center personnel and for operational clearances for Center and non-Center personnel must state fully the justification for the clearance. Each request should include information concerning the duties of the individual and the work situation for which the clearance is required, in sufficient detail to ensure that a proper judgment of the request can be made. Often this will necessitate the inclusion of substantive codeword material, in which case the request should be handled in the codeword system.

2. In those limited situations where a Division or Staff chief requests clearances on individuals for whom he has no administrative responsibility, the request must include a concurrence from the Division or Staff chief who is administratively responsible for the individual.

3. All requests should be addressed as follows:

MEMORANDUM FOR: Executive Director, NPIC

THROUGH: Chief, Support Staff, NPIC

An Approval line for the Executive Director's signature will be typed below the requester's signature on the left side of the page. The request should be submitted in an original with one copy for each individual for whom a clearance is requested (action taken on the request will be noted on the copy and returned to the requester). Route all requests to the Chief, Support Staff, NPIC.

4. The above procedure does not apply to CIA applicants for NPIC vacancies. The processing of such applicant clearance requests will be handled routinely by the Support Staff.

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Executive Director

Distribution: No. 3